



Project Delivery Network

## Environmental Design QC Checklist

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Version  
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QC Manager:  
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# Introduction

The Project Delivery Network Environmental QC Checklist is to be used with the UDOT QC/QA Procedure. This checklist is a tool to assist the project team in verifying all work is produced with due diligence, using acceptable industry standard techniques, available resources and data, and reasonable decisions by competent professionals. The checklist is a tool for the delivery of quality documents and cannot replace the sound judgment and experience of competent professionals. It is the Design Team's responsibility to verify the quality of project documents **before** distribution.

## Checklist Instructions

For each deliverable listed, the QC Checker is to verify all items listed in the checklist are complete, along with any additional items the QC Checker deems necessary. The checklist items are not to be interpreted as the only items that need to be verified.

Once all items are verified, the QC Checker is to sign the associated cover sheet and upload it onto ProjectWise. The QC is not complete until the cover sheet is signed, dated, and uploaded onto ProjectWise. See the Project Delivery Network QC/QA Procedure for the appropriate cover sheet.

QC reviews are to be completed **before** distribution.

The following explanations are to aid in completing the QC checklist items:

- A checklist item deemed "complete", "correct", or "accurate" does not denote that the item is perfect, but rather that the item satisfies design criteria based on known information, acceptable techniques, and sound judgment."
- A checklist item deemed "addressed" denotes the item as "reviewed all known concerns and verified the concerns are appropriately mitigated and satisfy design criteria." Addressed concerns are not necessarily incorporated into the design, but satisfactorily mitigated.
- A checklist item deemed "identified" denotes the item as "an acceptable and economical approach to satisfy design criteria based on known information."
- A checklist item deemed "verified" denotes the item as "verified the approach/conclusion as acceptable based on known information."
- Use check boxes to verify checklist items are complete. If a checklist item is *not applicable* to the current project, place an NA over the check box to denote the item as not applicable. This will allow the quality assurance to verify all items were addressed.
- Use the comment sections of the Cover Sheets to address exceptions, assumptions, and unique aspects of the project. The comments will help others understand why certain decisions were made and their impacts on the project.

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## 1E1 Review Project Environmental Commitments (EA/EIS)

For EA/EIS projects, review environmental commitments on the ePM Screen 775.

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### References

1. ePM Screen 775
2. EA/EIS Report
3. [UDOT Project Delivery Network](#)
4. [UDOT Practical Design Guide](#)
5. [UDOT QC/QA Procedures](#)

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### Project Commitment Report

1. ☐ All project commitments are correctly entered into the project commitments database.
2. ☐ ePM screen 775 matches the ROD or FONSI.
3. ☐ All critical commitments are highlighted.

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## 2E1 Analyze Environmental Resources

Provide environmental resource locations to the roadway designers for consideration during design.

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### References

1. [UDOT Environmental Process Manual of Instruction](#)
  2. [UDOT Project Delivery Network](#)
  3. [UDOT Practical Design Guide](#)
  4. [UDOT QC/QA Procedures](#)
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### Environmental Resource Locations

1. ☐ All environmental resources are identified.
2. ☐ All resource locations are included in the roadway design file correctly.

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## 3E1 Write Categorical Exclusion Document and Obtain Approval

Complete and obtain approval of the categorical exclusion for the project.

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### References

1. [UDOT Environmental Web Page](#)
2. [Categorical Exclusion \(CE\) Delegation Page](#)
3. [UDOT Environmental Process Manual of Instruction](#)
4. [UDOT Project Delivery Network](#)
5. [UDOT QC/QA Procedures](#)
6. [UDOT Practical Design Guide](#)
7. ePM Screen 770

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### Approved Categorical Exclusion

1. ☐ The **Title/Signature** is complete.
  - a. ☐ The project is properly categorized.
  - b. ☐ The (c) or (d) list description is appropriate for the project as it is described in the CE.
  - c. ☐ Someone other than the preparer signed as the reviewer. The reviewer and the approver are not the same person. The approver is the Region Environmental Manager/Environmental Engineer/Environmental Lead, or appropriate Central UDOT Environmental Staff.
2. ☐ The **Purpose & Need** section is complete.
  - a. ☐ The Purpose & Need section clearly describes the transportation problems/deficiencies in the project area (e.g. congestion, safety, traffic, unsafe geometries, or lack of trail facilities).
  - b. ☐ The Purpose & Need section clearly and concisely explains the need for the project.
  - c. ☐ The Purpose & Need does not discuss a solution.
3. ☐ The **Description** is complete.
  - a. ☐ The description section clearly and accurately describes what actions are proposed with this project.
  - b. ☐ The description section details the length and location of the project.
    - i. ☐ Includes mile posts
    - ii. ☐ Includes route
    - iii. ☐ Includes width, length, and depth of excavation (if applicable)
  - c. ☐ All referenced maps, typical sections, etc. are included in the Appendix or as an attachment.
  - d. ☐ The proposed actions (detailed in the description section) address the identified needs for the project.
  - e. ☐ All needs discussed in the Purpose & Need are addressed by this project.

### 3E1 Continued

4. ☐ The **Public Involvement** section is complete.
  - a. ☐ A public meeting was determined necessary if one of the following was a part of the project:
    - i. ☐ Additional through travel lanes
    - ii. ☐ Substantially changed layout or function of the facility
    - iii. ☐ Adverse impacts
  - b. ☐ Coordinated with the PI manager prior to the meeting.
  - c. ☐ All comments from the public hearing are summarized, addressed, and included in an appendix.
  - d. ☐ A copy of the public hearing transcript and certification of public hearing are attached.
5. ☐ The **Right of Way** section is complete.
  - a. ☐ All ROW impacts are summarized, with the number of parcels and number of acres, and included in the comment section.
6. ☐ The **Cultural** section is complete.
  - a. ☐ All of the appropriate clearance memos from the Region Archaeologist, SHPO, THPO, and Native American consultation letters are included in an appendix or attachment.
  - b. ☐ If applicable, the signed MOA is attached.
  - c. ☐ All mitigation measures are included in the project commitments (both CE document and ePM).
7. ☐ The **Paleontological** section is complete.
  - a. ☐ Clearance letter from the UDOT Region Archaeologist is attached.
  - b. ☐ The appropriate letter from the UGS is attached (if applicable).
  - c. ☐ All mitigation measures are included in the project commitments (both CE document and ePM).
8. ☐ The **T&E Species** section is complete.
  - a. ☐ For projects that will have no affect on threatened and endangered species, a clearance memo from UDOT's Wildlife Biologist is attached.
  - b. ☐ If an Endangered Species Act Section 7 consultation was required (i.e. projects that affect threatened and endangered species), there is a written concurrence memo from the USF&WS attached.
  - c. ☐ All mitigation measures are included in the project commitments (both CE document and ePM).
9. ☐ The **Wildlife** section is complete.

### 3E1 Continued

- a. ☐ The memo from UDOT's Wildlife Biologist is attached.
  - b. ☐ All mitigation measures are included in the project commitments (both CE document and ePM).
10. ☐ The **Noise** section is complete.
- a. ☐ For Type I projects, the noise study is attached.
  - b. ☐ The noise study follows the newest UDOT policy (January 15, 2008).
  - c. ☐ All mitigation measures are included in the project commitments (both CE document and ePM).
11. ☐ The **Wetlands, Water** section is complete.
- a. ☐ For projects that are not specified in Question 1 on Screen 11a (ePM 770), the Region or Central landscape architect memo or Army Corps of Engineers letter is attached.
  - b. ☐ If a stream alteration permit or CWA 404 permit was completed prior to approval of the CE, the mitigation commitments are included and appropriate letters attached.
12. ☐ The **Air Quality** section is complete.
- a. ☐ If this project is in a CO or PM10 maintenance or non-attainment county and adds or alters roadway capacity or will result in increase traffic volumes, the following have been completed correctly and are attached:
    - i. ☐ The air quality supplement
    - ii. ☐ The applicable CO or PM10 analysis
13. ☐ The **Relocations** section is complete.
- a. ☐ If there are relocations, the number and the addresses of the relocations are listed in the comment box.
14. ☐ **Section 4(f)** is complete.
- a. ☐ If de minimis and not historical, the following are complete and attached:
    - i. ☐ A public notice was posted and the public had the opportunity for review.
    - ii. ☐ All comments from the public are summarized, received a response and are attached.
    - iii. ☐ A concurrence letter from the official with jurisdiction is attached
    - iv. ☐ The FHWA has concurred with the de minimis finding. (This item only applies if it is a CE3 and if it is de minimus for parks and recreation or wildlife refuge.)
  - b. ☐ If there is an Individual or Programmatic 4(f) evaluation, the Individual or Programmatic 4(f) evaluation is attached.

### 3E1 Continued

- c. ☐ If applicable, UDOT Environmental Services (or FHWA for CE3) has approved the Individual or Programmatic 4(f) evaluation and the applicable documentation is attached.
15. ☐ The **Mitigation Commitments** section is complete.
- a. ☐ All applicable mitigation commitments described in the CE, clearance memos or technical studies are entered into ePM's project commitments.
- b. ☐ The Region Environmental Manager, Region Project Manager, or District Engineer agrees with all of the listed mitigation commitments.
- c. ☐ An individual is assigned responsibility to implement each commitment.
16. ☐ The following permits have been considered (if required, they have either been completed or are included as commitments):

#### Federal Permits

- | Req'd                    | NA  |
|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> Section 404, Clean Water Act (USACE)   |
| <input type="checkbox"/> | <input type="checkbox"/> Section 401, Clean Water Act, Water Quality Certification (Utah Division of Water Quality) |
| <input type="checkbox"/> | <input type="checkbox"/> Section 402, Clean Water Act, UPDES Permit (Utah Division of Water Quality)                |
| <input type="checkbox"/> | <input type="checkbox"/> Approval of Addition or Modification of Interstate Highway Access Points (FHWA)            |
| <input type="checkbox"/> | <input type="checkbox"/> Incidental Take Statement, Endangered Species Act (USFWS)                                  |
| <input type="checkbox"/> | <input type="checkbox"/> Air Quality Fugitive-Dust-Control Plan   |
| <input type="checkbox"/> | <input type="checkbox"/> Certificate of Public Convenience and Necessity (FERC)                                     |
| <input type="checkbox"/> | <input type="checkbox"/> Material Site Right-Of-Way Permit (BLM)  |
| <input type="checkbox"/> | <input type="checkbox"/> Navigable Waterways Permit (U.S. Coast Guard and/or USACE)                                 |

#### State Permits

- | Req'd                    | NA   |
|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> Utah State Stream Alteration Permit (Utah Division of Water Rights) |
| <input type="checkbox"/> | <input type="checkbox"/> Air Quality Approval Order (Utah Division of Air Quality)           |
| <input type="checkbox"/> | <input type="checkbox"/> Water Rights (Utah Division of Water Rights)                        |
| <input type="checkbox"/> | <input type="checkbox"/> Certificate of Registration (Utah Division of Wildlife Resources)   |
| <input type="checkbox"/> | <input type="checkbox"/> Approval of Remediation Work Plan (UDEQ and EPA)                    |
| <input type="checkbox"/> | <input type="checkbox"/> Archaeological and Paleontological Excavation Permits               |
| <input type="checkbox"/> | <input type="checkbox"/> Easement for Right-of-Way (UDOT)                                    |

#### Local Permits

- | Req'd                    | NA   |
|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> Floodplain Development Permit (Local Jurisdictions)           |
| <input type="checkbox"/> | <input type="checkbox"/> Salt Lake County Flood-Control Permit                         |
| <input type="checkbox"/> | <input type="checkbox"/> Environmental Clearances for Off-Site Work (Various Agencies) |



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## 3E2 Conduct Public Hearing (CATX)

Conduct the public hearing to provide the public with an opportunity to comment on the categorical exclusion document.

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### References

1. [UDOT Public Meeting Calendar](#)
  2. UDOT Public Involvement Plan
  3. [UDOT Project Delivery Network](#)
  4. [UDOT QC/QA Procedures](#)
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### Advertisement and/or Legal Notice for Opportunity for Public Hearing

1. ☐ All advertisements contain correct and clear content.
  2. ☐ All contacts, date, location, and time listed in the advertisement are correct.
  3. ☐ All logos and graphics are up to date and correct.
  4. ☐ The ad is planned for posting in accordance with applicable regulations.
  5. ☐ ADA compliance is indicated and meets current regulations.
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### Meeting Materials and Displays

1. ☐ All materials comply with current UDOT style guides.
  2. ☐ All materials are consistent (content, contacts, titles, project summaries, etc.).
  3. ☐ Most current project design is used in materials/as reference.
  4. ☐ Leadership and design team have coordinated to make sure the message is consistent.
  5. ☐ All branding is consistent.
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### Summary of Comments

1. ☐ All comments are documented.
2. ☐ All comments are addressed.
3. ☐ Contact information for all comments is included.

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## 4E1 Prepare/Submit Permits

Based on the impacts identified in the categorical exclusion, prepare and obtain any permits necessary for the project.

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### References

1. [UDOT Environmental Web Page](#)
  2. [UDOT Environmental Process Manual of Instruction](#)
  3. [UDOT Project Delivery Network](#)
  4. [UDOT QC/QA Procedures](#)
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### Approved Permits

1. ☐ All permits from ePM 770 Commitments were reviewed.
  - a. ☐ All permits assigned to Preconstruction were processed.
  - b. ☐ All permits assigned to Construction are included in the specifications.
2. ☐ The schedule for obtaining permits is appropriate.
3. ☐ The PM is aware of all permits needed and who is assigned to obtain each.